

How to Enroll in a Blackboard Course

Creating a Blackboard Account

1. Go to <http://blackboard.berkeley.edu>
2. Click the **Create Account** button.
3. Enter your information.
Note: If you do not enter a valid email address, you will not be able to reset your password or receive any messages from instructors sent through Blackboard.
4. Click **Submit** to create your account.
5. Click **OK** to enter the BlackBoard main page.

Enrolling in a Blackboard Course

Note: You will need to enroll yourself in your class's Blackboard site unless your instructor has directed you otherwise. You will not be able to access any course content until you enroll.

Important! Enrolling in a Blackboard course website is **not the same** as official university enrollment in the course. If you are enrolled in the course via Telebears, you must enroll separately in the Blackboard site.

1. Go to <http://blackboard.berkeley.edu>
2. Click the **Login** button.
3. Enter your user account and password information.
4. Click the **Login** button to go to the Blackboard main portal page.
5. Click the **Courses** tab, located near the upper part of the browser window.
6. There are two ways to find your course:
 1. Use the **Course Search** box (located at the upper left). We recommend searching by your instructor's name.
 2. Use the **Course Catalog** listings (located on the right side of the page). The listings generally correspond to University departments.
7. When you locate your course, click the **Enroll** button on the right side of the listing. If you do not see this button, you are either already enrolled or enrollment is currently disabled for the course. Check with your instructor.
8. You will see a page asking you to confirm your enrollment for the course site. Click **Submit** to do so.
9. You will see a page confirming your enrollment. Click **OK** to go to the course site.

For Subsequent Logins

1. Go to <http://blackboard.berkeley.edu>
2. Click the **Login** button.
3. Type in the username and password you provided when you created your Blackboard account, and click **OK**.
If you do not remember your account information, click the "Forgot your password?" link.
4. On your "My Blackboard" page, you will see a list of all Blackboard courses you are participating in. Click on the name of the one you wish to see, and you will enter the course site.

Unenrolling from a Blackboard Course

Students do not have the ability to remove themselves from Blackboard courses. To unenroll from a Blackboard course, please submit your request through our [Help Request](http://ets.berkeley.edu/LearningSystems/Consultation/helpRequestForm.htm) form:
<http://ets.berkeley.edu/LearningSystems/Consultation/helpRequestForm.htm>

Be sure to specify both the course and instructor.

<http://ets.berkeley.edu/TrainingSupportCenter/Blackboard/StudentFaq/createBlackBoardAcct.htm>